

The Rebecca M Arthurs Library of Brookville, Pennsylvania Board of Trustees is searching for a Library Director. Located in a beautiful, historic town in rural Western PA, the Library serves economically diverse patrons from the Borough of Brookville and the eight surrounding townships. The Library is a member of the Oil Creek Library District and the Jefferson County Library System (JCLS).

The Board is looking for a forward-thinking director able to perform the following non-comprehensive and evolving list of duties: work alongside staff and volunteers; prepare and manage a budget; implement Board policies; continue current and develop new programming; fundraise through events and grants; maintain community ties at Library and community events; maintain and improve the Library's technological outreach; and develop the Library's current print and non-print collection with an eye to both obtaining new materials and disposing of outdated materials.

Under the direction of the Board, the Director develops, supervises, and motivates the Library and its staff in their work. The Director performs managerial duties related to personnel and collection development. The Director oversees maintenance of the Library building and grounds. The Director reports to the Board of Trustees and will be required to attend the Library's monthly Board of Trustees meetings. The Director will provide a report of any items of concern and updates on events at the Library at that meeting. The Director will be expected to work with the Board in brainstorming, planning, and implementing events and proposals to improve the Library and the local community.

The Director will also attend the JCLS and Oil Creek District meetings, and will be encouraged to pursue continuing education to improve the Library and the Director at conferences and workshops at the Director's preference and the Board's discretion.

The Director must qualify, at the minimum, as a Provisional Librarian or a Professional Librarian in Pennsylvania (see also 22 Pa. Code § 133.4 and 133.5). Professional experience preferred. All library positions require criminal background check and child abuse clearances (Pennsylvania State Police criminal background check, Child Abuse History Clearance from Department of Human Services, and fingerprint-based federal criminal history submitted through PSP or FBI) pursuant to Pennsylvania code.

Preference will be given to Director candidates who have superior written and oral communication skills, as well as a commitment to exceptional customer service. A Director candidate should also be proficient in current technology, including but not limited to Microsoft Office, Google Docs, social media outreach, and web design.

Interested candidates should submit a letter of interest, resume, at least three letters of professional recommendation, and salary requirements or further inquiries to Victoria Reid, Board President, at RMAhiringcommittee@gmail.com by October 19, 2017 at noon EST.